1. **Accept that the State of Indiana is implementing a new integrated financial system that will require agencies to change and adopt new financial processes.** The State's goal is to institutionalize a common set of standard financial management processes including:
   - A new statewide accounting structure (Chart of Accounts)
   - Common data collection standards
   - Standard financial management processes and reporting

2. **Embrace the ENCOMPASS implementation.** Become a champion of change so that you and your agency can help the State streamline its financial processes and reporting, and to achieve better financial accountability across the State; specifically:
   - Attend ENCOMPASS Town Hall meetings
   - Read ENCOMPASS newsletter and emails; visit the website
   - Participate in PeopleSoft user groups and ENCOMPASS working groups

3. **Between FY 2007 Year End Close (June 15) and early FY 2008 (July 31), initiate closing actions for requisitions and or purchase orders.** Specifically:
   - Close completed purchase orders that are maintained by the Auditor of State; close completed purchase orders in PeopleSoft
   - For open requisitions and purchase orders crossing into FY 2008 that are not encumbered by Auditor of State, either (1) cancel the requisition/purchase order or (2) change the Budget Reference in PeopleSoft to 2008

4. **Start planning for the new common file formats that ENCOMPASS will use to transmit and process payment data at the Auditor of State**:
   - The new file formats will utilize the new COA structure
   - There will be one transmission standard for all agencies
   - Each agency will be responsible for making changes to their payment systems to be compliant with the new payment file formats
   - Once the new file formats are made available by the ENCOMPASS team, work with your agency's information technology staff to make needed changes to your payment systems

5. **Review Special Disbursing Officer (SDO) accounts and work diligently to close unnecessary and or unused SDO accounts**:
   - SDOs present deficiencies in the areas of financial management best practices
   - The State will be implementing alternatives to SDO accounts

6. **Record all financial transactions in PeopleSoft starting no later than July 1, 2007.**
   Specifically:
   - Up through go-live: enter General Ledger journals for all financial transactions maintained by AoS (payroll, ID bills, SDO reimbursements, etc.) that are not recorded in PeopleSoft
   - Create a requisition and purchase order in the eProcurement/Purchasing Module for all procurements over $500 under object codes 3, 4, and 5
   - Create receivers in PeopleSoft to record receipt of goods and or services
   - Link payment vouchers to the corresponding purchase order so that an additional encumbrance is not established in PeopleSoft
   - Transition your asset control system to PeopleSoft; record existing and new assets exceeding $500 in the Asset Management module

7. **Take steps to ensure that your agency's financial staff is appropriately trained in using PeopleSoft.** Agency employees should have a baseline understanding on how to perform their respective financial management assignments in the appropriate PeopleSoft modules (i.e., General Ledger, eProcurement/Purchasing, Asset Management, Accounts Payable, Accounts Receivable)

8. **Sign-up and participate in the Chart of Accounts (COA) mapping effort when it is announced by the ENCOMPASS project team**:
   - Read the COA User Guide that is located on the ENCOMPASS website
   - Review your agency's current COA and complete any identified chartfield mapping changes
   - Update your agency's work instructions/rules for proper COA usage

9. **Starting in FY 2008, at least once a month, reconcile open financial transactions in PeopleSoft to the financial transactions maintained by the Auditor of State in GEAC**:
   - Reconcile all PeopleSoft objects (not just expenditures and revenue) to the Auditor of State
   - Reconcile PeopleSoft purchase orders with GEAC purchase orders
   - Reconcile open PeopleSoft requisitions and purchase orders
   - Close completed purchase orders (PeopleSoft and Auditor of State)
   - Reconcile PeopleSoft assets over $20,000 to GEAC assets

10. **Begin preparing for the State's internal controls initiative.** Specifically:
    - Document how your agency conducts its financial processes, specifically, who initiates, enters, and approves your agency's financial transactions for requisitions, purchase orders, payment vouchers, assets, and general ledger transactions
    - Assess your agency's current financial processes and look for ways to reduce your agency's exposure to financial waste, fraud, and abuse; establish separate roles for the financial processes listed in the bullet above